



Nixon Presidential Materials Staff

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001
301-837-3290

How To Order Sound Recording Copies from The Nixon Presidential Materials Staff

Please note: The Nixon Presidential Materials Staff of the National Archives is an office of the Federal Government. When using the National Archives as a source, allow up to 4 weeks for handling and processing an order.

The National Archives, and the Nixon Presidential Materials Staff, has approved several labs (called "vendors") to produce audiotope copies of its holdings for customers. Customers must contact one of these vendors and request that they agree to do the reproduction work. A vendor will process a customer's order only if the customer sends the vendor an "Item Approval Request List" that has already been reviewed by Nixon Project staff. This list will tell the vendor if an intermediate copy of the requested audiotope is available for loan to the vendor.

All orders require the use of intermediates. The Nixon Presidential Materials Staff will loan intermediates to the vendor only if Nixon Project staff can confirm that the item(s) is/are not restricted and that intermediates exist. An "intermediate" is a copy of an original archival sound recording from which copies are made. Some of the hundreds of sound recordings held by the Nixon Presidential Materials Staff have intermediate copies, and others do not. **If an intermediate needs to be produced, the Nixon Project will not initiate the process of producing an intermediate until it receives an order through one of the vendors. The process to produce an intermediate can take up to 4 weeks.**

Customers are responsible for:

- initiating the item approval process, by completing the Item Approval Request Form, and for
- arranging for all reproduction work, payment, and shipping details with a vendor chosen from the NARA list.

The customer deals directly with the Nixon Presidential Materials Staff only during the item approval review process. All arrangements for the loan of intermediates are handled by the vendor. Customers must direct all questions regarding status of orders or creation of intermediates to the vendors who will contact the Nixon Project. **Customers must request creation of intermediates where they do not exist. This is done through the vendor who will contact the Nixon Presidential Materials Staff.**

The Nixon Presidential Materials Staff has processed the Nixon White House Tapes to remove materials restrictable under our regulations. Therefore any request for Nixon White House Tapes are considered to be **pre-approved**; researchers can submit their Item Approval Request for copies of these tapes directly to the vendors. **Intermediate copies exist for all of the Nixon White House Tapes.**

Please see the information sheet "Completing the Item Approval Request Form for Audiovisual Materials From the Nixon Presidential Materials Staff".



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Completing the Item Approval Request Form for Audiovisual Records From the Nixon Presidential Materials Staff

1. Please provide complete information on the Item Approval Request List for boxes "A" (contact information), "B1" (File Designator and ID No.), "B2" (subject), and "B3" (type of copy wanted). If you want to order more than 10 items, you will need to complete a continuation sheet. Please be certain to provide your name, control number, and the number of pages for your complete order at the top of the continuation sheet. You may order as many reels as you wish on one order by using continuation sheets, but longer orders will take longer to process.
 - The list and its continuation sheet are available through the Motion Picture Research Room or the Nixon Project.
2. Submit the Item Approval List(s) to the Nixon Project by mail (Nixon Presidential Materials Staff [NLNS], National Archives, 8601 Adelphi Road, College Park, MD 20740-6001); by fax (301-837-3203); or in person, to NARA staff monitoring the Motion Picture Research Room. Please allow up to 3 working days for processing.
3. Nixon Project staff will fax (if the requestor provides a fax number) or mail the reviewed Item Approval Request List to the customer. Please note:
 - The list has been assigned a "control number." This number is used to track the request through the order process.
 - A number "1" in an item's "Pending" column, shows that there is no intermediate copy currently available for the item.
 - A number "2" in an item's "Pending" column, indicates that there is some restriction on the item.
 - A number "3" in an item's "Pending" column, indicates that the projection print will be used as the intermediate for film to film printing.
 - A number "4" in an item's "Pending" column indicates that a projection print will be used as the intermediate for film to videotape transfer, and that a videotape intermediate must be created simultaneously at the researcher's expense.
 - A number "5" in an item's Pending" column indicates that a video or audio tape copy will be used as the intermediate for video or audio tape duplication.
 - A "check" and staff initials appearing in the "Approved" column show that the item is approved for reproduction work.
 - The columns for "Intermediate Format", "Original Format", "Running Time," and "Footage" are filled by NARA staff. Please refer to the "Motion Picture Archival Copy Abbreviations" to interpret archival format abbreviations.
4. Customers should refer to the "Vendor Contact List," choose a vendor, and contact that vendor to arrange work, payment, and shipping details. The researcher should specify the production of the required intermediate copies on Betacam SP, when appropriate.

5. **The order will proceed:**

- The vendor will contact NARA to arrange loan of the intermediate(s) and will make copies according to the customer's specifications.
- The vendor will ship the reproduction(s) to the customer according to the customer's arrangements.
- The vendor will ship the reproduction(s), **only**, to the customer.

Nixon Presidential Materials Staff
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740

Item Approval Request List

Nixon Presidential Materials

Telephone: (301) 837-3290
Facsimile: (301) 837-3203
Fax on Demand: (301) 837-0990
Electronic Mail: nixon@nara.gov

A. Customer/Researcher Information			
Preferred Contact Person		Date Submitted	
Name/Company Name			
Street Address			
City	State	Zip/Mail Code	Country
Telephone	Fax		E-Mail

For NLNS Office Use Only	
Control Number	Assigned To/Date
For Vendor Use Only	
Company Name	
Reviewed By	Date

B. INSTRUCTIONS: Provide <u>complete</u> information for boxes A, B1 and B2. We cannot approve incomplete listings. NOTE: "Pending" codes: "1" = needs intermediate; "2"=restricted; "3"=projection print; "4" projection print for film transfer, video intermediate required							
1. File/ID Number	2. Subject	Intermediate Format	Archival Format	Running Time/ Footage Count	3. Type of Copy Wanted	Approved	Pending (above)

ABOUT THE PROCESSING OF YOUR REQUEST

The list has been assigned a "control number. This number is used to track the request through the order process.

- A number "1" in an item's "Pending" column, show that there is no intermediate copy currently available for the item.
- A number "2" in an item's "Pending" column, indicates that there is some restriction on the item.
- A number "3" in an item's "Pending" column, indicates that the projection print will be used as the intermediate for film to film printing.
- A number "4" in an item's "Pending" column indicates that a projection print will be used as the intermediate for film to videotape transfer, and that a videotape intermediate must be created simultaneously at the researcher's expense.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be 15 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FRONT OF THIS FORM.

PRIVACY ACT STATEMENT

Sections 2104(a) and 2108 of Title 44 of the U.S. Code authorize the collection of this information. The primary use of this information is by NARA staff to process and track your reproduction request and to provide information to you and the vendor you select to make your reproduction. The information may also be used to facilitate preparation of statistical and other reports. Furnishing the information requested on this form is voluntary, but failure to do so will prevent NARA processing of your reproduction request.

**CONTINUATION SHEET
ITEM APPROVAL REQUEST LIST
NIXON PRESIDENTIAL MATERIALS**

Name/Company Name	Control Number	Page ____ of ____
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1. File/ID Number	2. Subject	Intermediate Format	Archival Format	Running Time/ Footage Count	3. Type of Copy Wanted	Approved	Pending (above)

NIXON PRESIDENTIAL MATERIALS STAFF

National Archives and Records Administration

MOTION PICTURE AND VIDEO DUPLICATION SERVICES

Atlantic Video, Inc.

(Film to vid & vid to vid)

Attn: Dick Hobza

650 Massachusetts Avenue, N.W.

Washington, D.C. 20001

Tel: (202) 408-0900

Fax: (202) 408-8496

Dhobza@atlanticvideo.net

Colorlab

(Film to film, film to vid & vid to vid)

Attn: Suzanne Toth

Vanessa Castro

5708 Arundel Ave.

Rockville, MD 20852

Tel: (301) 770-7281

Fax: (301) 816-0798

archivalfilm@colorlab.com

Interface Group, Inc.

(Film to vid & vid to vid)

Attn: Alix Ross

1233 20th Street, NW

Washington, DC 20036

Tel: (202) 861-0500

Fax: (202) 296-4492

Erickson Archival Telecine

(Film to vid & vid to vid)

Attn: Jim Erickson

11900-E Baltimore Avenue

Beltsville, MD 20705

Tel: (301) 210-9988

Fax: (301) 210-9991

Bono Film and Video Services

(Film to film, film to vid vid to vid)

Attn: Tim Bono, Andre Brown

3200 Lee Highway

Arlington, VA 22207

Tel: (703) 243-0800

Fax: (703) 243-6638

Henniger/Capitol Video

(Film to vid & vid to vid)

Attn: Constance Cleveland

or Clinton Simmons

2601-A Wilson Blvd.

Arlington, VA 22201

Tel: (703) 243-3444 ext 203

Fax: (703) 243-5697

Roland House, Inc.

(Film to vid & vid to vid)

Attn: Fred Russo

2020 North 14th Street

Suite 600

Arlington, VA 22201

Tel: (703) 525-7000, x272

Fax: (703) 525-2082

Frusso@rolandhouse.com

SOUND RECORDING DUPLICATION SERVICES

The Cutting Corp.

Attn: Kandace Foreman

4940 Hampden Lane .Suite 300

Bethesda, MD 20814

Tel: (301) 654-2887, x10 or x12

Fax: (301) 657-9057